



FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel

Transmittal Letter: PER-392

Date: December 30, 2000

3 FAM SUBCHAPTERS 7510 THROUGH 7550 AND 7580 THROUGH 7590

MAJOR CHANGES

1. Subchapters 7510 through 7550, and 7580 through 7590 have been revised.
2. All references to “personnel,” including the office symbol “PER” as an organization have been changed to “human resources;” all references to “Office of Foreign Service National Personnel” and all references to its office symbol, have been changed to “Overseas Employment.”
3. USIA has been removed from the TL line to reflect its recent merger with the Department of State.
4. Revisions since the last update appear in italics. The italics will be removed the next time the information is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
5. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.
6. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS (Paper Copies)

1. Remove and destroy the text of the old 3 FAM 7500, subchapters 7510 (2 pages), subchapter 7520 (2 pages), 7530 (1 page), 7540 (1 page), 7550 (1 page), 7580 (2 pages), and 7590 (3 pages); insert the new subchapters 7510 (3 pages), 7520 (4 pages), 7530 (1 page), 7540 (2 Pages), 7550 (1 page), 7580 (3 pages), and 7590 (6 pages).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, and fill in the entry line for TL:PER-392; 12-30-2000, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on State Department's Intranet site at <http://99.1.1.27>.

2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(HR/ER)